



Graduate Officer

Working for DCSI may be just the right career choice for you...

In addition to the diverse range of careers available across our Department, staff are offered professional development and support, as well as promotional opportunities and excellent conditions of employment. At the Department for Communities and Social Inclusion (DCSI), you will be part of a group of skilled and dedicated professionals who work daily to provide support and services in the areas that can make a positive contribution to the lives of others.

Our culture is dynamic, outcome focused, team orientated and highly successful. We pride ourselves on professionalism and our ability to offer strong learning and career opportunities. We welcome a mix of employees from diverse backgrounds with a range of skills and experience to contribute to our organisation.

DCSI is committed to developing a diverse and inclusive workplace which is representative of the wider community. Graduates identifying as Aboriginal or Torres Strait Islanders, LGBTIQ or with disability are encouraged to apply.

The role

The Graduate Officer consists of a variety of career disciplines and is an excellent way to begin your career with DCSI. A Graduate Officer generally undertakes project work where you will have the opportunity to liaise with divisional staff, senior management, and staff from other government departments and organisations.

Other duties may include:

- > undertaking research and data collection
- > preparing written reports, including project briefs and discussion papers and making recommendations
- > responsibility for the provision of a fast, friendly, accurate, complete and timely service to the client

- > providing accurate information to internal and external stakeholders
- > responsibility for administrative and project support.

Job specific capabilities

As a Graduate Officer at DCSI you will manage a varied workload, organise priorities, meet deadlines and use initiative. You will also analyse and integrate information from a variety of sources to develop and deliver reports, briefings and presentations, and act decisively to develop solutions.

Essential qualifications

Satisfactory completion of a relevant degree within the last three years or expected completion of a relevant degree within the year that the application is made. While our department's requirements change each year, the following career streams are often sought for Graduate Officer roles:

- > Arts / Research / Social Policy / Legal Studies
- > Business / Human Resources
- > Commerce / Accounting / Finance
- > Data and Statistics
- > Economics
- > Information Technology
- > Marketing / Communications
- > Planning / Property Management
- > Psychology
- > Social Sciences / Health Science
- > Social Work.

For a full list of the graduate career streams that DCSI are recruiting for please visit www.dcsi.sa.gov.au/careers/graduate-employment



Our Graduate Program includes:

- > competitive salary PLUS Superannuation for a 12 month Contract
- > tailored training and development through our own Stanton Institute
- > a departmental and career focused development program managed by our People and Culture Division
- > possibility of long-term job security
- > a flexible and family friendly work environment
- > a strong culture and vision driven by skilled leaders
- > the opportunity to develop new skills through mobility and secondments
- > high ethical standards and dedication to a client centric work environment
- > salary sacrifice arrangements and superannuation benefits
- > a range of career pathways and opportunities
- > an environment where diversity is valued and individual contributions are recognised
- > a variety of work locations across South Australia.

Additional benefits:

- > part-time / job share work opportunities
- > flexi-time (a flexible arrangement allowing employees to negotiate how and when hours will be worked)
- > compressed working arrangements
- > accessibility to work from home
- > study leave.

For more information and enquiries

Please email DCSIGraduateProgram@sa.gov.au or visit the DCSI website www.dcsi.sa.gov.au/careers

DISCLAIMER: These fact sheets are only a representation of role within DCSI and are not the formal role descriptions or part of any selection criteria.